

Attachment # 3
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Board of County Commissioners
Agenda Item

Date of Meeting: October 14, 2003
Date Submitted: October 8, 2003

To: Honorable Chairman and Members of the Board

From: Parvez Alam, County Administrator *PA*
Vincent Long, Assistant County Administrator

Subject: Request to Schedule a Public Hearing for October 28, 2003 at 6:00 p.m. to
Adopt an Ordinance Establishing the Leon County Administrative Code.

Statement of Issue:

This agenda item requests that the Board schedule a public hearing for October 28, 2003 at 6:00 p.m. to adopt an ordinance establishing the Leon County Administrative Code (Attachment #1).

Background:

On November 5, 2002, a majority of Leon County voters approved the proposed Leon County Charter which became effective on November 12, 2002. Article II, Section 2.2 (6) of the Leon County Charter provides that the Board of County Commissioners shall adopt an administrative code in accordance with general law. The adoption of an administrative code in counties that have adopted a home rule charter is also mandated by Section 125.87, Florida Statutes (Attachment #2).

Analysis:

The purpose of the Administrative Code is to organize County Government and to set forth the duties, responsibilities, and powers of the County Administrator. The administrative code shall also set forth the responsibilities of the departments and offices of county government. Most charter counties in Florida establish their Administrative Codes by Ordinance. Staff has prepared for the Board an ordinance, with attached resolution, that would fully codify an administrative code for Leon County government.

This agenda item requests that the Board schedule a public hearing for October 28, 2003 at 6:00 p.m. to adopt an ordinance establishing the Leon County Administrative Code.

Options:

1. Schedule a Public Hearing for October 28, 2003 at 6:00 p.m. to adopt an Ordinance establishing the Leon County Administrative Code.
2. Do not schedule the Public Hearing.
3. Board direction.

Recommendation:

Option #1

Attachment:

- #1: Proposed Leon County Administrative Code.
- #2: Article II, Section 2.2 (6) of the Leon County Charter AND Section 125.87, Florida Statutes

NOTICE OF PUBLIC HEARING

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Notice is hereby given that the Board of County Commissioners of Leon County, Florida (the "County") will conduct a public hearing on Tuesday, October 28, 2003, at 6:00 p.m., or as soon thereafter as such matter may be heard, at the County Commission Chambers, 5th Floor, Leon County Courthouse, 301 South Monroe Street, Tallahassee, Florida, to consider adoption of an ordinance entitled to wit:

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, PROVIDING FOR THE ADOPTION OF THE LEON COUNTY ADMINISTRATIVE CODE; REPEALING IN ITS ENTIRETY DIVISION 2 OF ARTICLE IV OF CHAPTER 2 OF THE CODE OF LAWS OF LEON COUNTY FLORIDA, ENTITLED "COUNTY ADMINISTRATOR"; CREATING A NEW ARTICLE X OF CHAPTER 2 OF THE CODE OF LAWS OF LEON COUNTY, FLORIDA, ENTITLED "LEON COUNTY ADMINISTRATIVE CODE"; PROVIDING FOR THE TITLE AND PURPOSE OF THE ADMINISTRATIVE CODE; PROVIDING FOR THE POWERS AND DUTIES OF THE COUNTY ADMINISTRATOR; PROVIDING FOR DEPARTMENTS AND OFFICES OF COUNTY GOVERNMENT; PROVIDING FOR THE COUNTY ATTORNEY; PROVIDING FOR NON-INTERFERENCE; PROVIDING FOR CONFIRMATION OF EXISTING POLICIES, ORDINANCES, RESOLUTIONS, MOTIONS AND OTHER BOARD ACTIONS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

All interested parties are invited to present their comments at the public hearing at the time and place set out above.

Anyone wishing to appeal the action of the Board with regard to this matter will need a record of the proceedings and should ensure that a verbatim record is made.

In accordance with Section 286.26, Florida Statutes, persons needing a special accommodation to participate in this proceeding should contact Christine Coble or Facilities Management, Leon County Courthouse, 301 South Monroe Street, Tallahassee, Florida 32301, by written request at least 48 hours prior to the proceeding. Telephone: 488-9962 or 488-1948; 1-800-955-8771 (TDD), or 1-800-955-8770 (Voice), or 711 via Florida Relay service.

Copies of said ordinance may be inspected at the following locations during regular business hours:

Leon County Courthouse
301 S. Monroe St., 5th Floor Reception
Desk
Tallahassee, FL 32301

and

Leon County Courthouse (Clerk's Office)
301 S. Monroe Street, Room 224
Tallahassee, Florida 32301

OCTOBER 18, 2003